



CERTIFICATE OF APPROPRIATENESS APPLICATION

INTRODUCTION

The Columbus Historic Preservation Office welcomes you to the historic preservation community. Ownership of a designated historic building makes you a steward of Columbus history. The Certificate of Appropriateness review process is designed to preserve the distinct character of Columbus' designated historic properties and the integrity of its older neighborhoods.

What is a Designated Historic Property?

A designated historic property is one that is listed on the Columbus Register of Historic Properties, individually or as part of an historic district, or is located within districts defined by Columbus City Code chapters 3116-3119 inclusive.

Architectural Review Commissions

There are five architectural review commissions in Columbus: Brewery District Commission, German Village Commission, Historic Resources Commission, Italian Village Commission, and Victorian Village Commission.

Certificate of Appropriateness Application

All owners of designated historic properties in Columbus are required to obtain a Certificate of Appropriateness **before** making any exterior changes to their property.

Completed Certificate of Appropriateness Applications must be received by the City's Historic Preservation Office Staff at least **two weeks** prior to the scheduled commission meeting in order to be placed on the corresponding monthly meeting agenda.

Standards and Guidelines

The architectural review commissions use the Standards specified in Columbus City Code Chapter 3116, their architectural guidelines, and the Secretary of the Interior's Standards for Historic Preservation to determine the appropriateness of proposed exterior changes to the buildings and sites under their jurisdiction. A copy of the City Code and/or your district guidelines can be obtained by going to the Historic Preservation Office web address main page at <http://columbus.gov/historicpreservation> and clicking on the appropriate historic district link.

Where to Begin

- 1) Contact the Historic Preservation Office staff in the City of Columbus Development Department, Planning Division, at the General Office Number, 614-645-8620, or go to our web page and click on Historic Preservation Office staff for all H.P.O. staff phone numbers. The Historic Preservation Office staff can answer questions regarding commission procedures and the Certificate of Appropriateness Application, as well as provide technical assistance. Applicants can make an appointment to meet with the Historic Preservation Office staff weekdays from 8:00 a.m. to 5:00 p.m. to discuss their projects or applications prior to commission review. It is strongly recommended that appointments be scheduled well in advance of the application deadline.
- 2) Obtain a copy of the architectural guidelines for the appropriate district and read them carefully.
- 3) Complete all sections of the application which pertain to your proposed project and sign the application.

Where to Send Completed Applications

The City of Columbus
Historic Preservation Office
109 N. Front Street/Ground Floor
Columbus, Ohio 43215-9032

Certificate of Appropriateness

When the architectural review commission approves your proposal, a Certificate of Appropriateness will be issued. The Certificate is **not** a permit for work. The Certificate and approved drawings, stamped by the H.P.O., must be taken to the Department of Building and Zoning Services at 757 Carolyn Avenue (645-6090) in order to obtain the proper permits and fees for building, signage, demolition, etc.

Please retain this page for your records and reference.
Please call 614-645-8620 or go to <http://columbus.gov/historicpreservation>
for forms and general information.

FOR STAFF USE ONLY D R _____ APP # _____

☐BDC ☐GVC ☐HRC ☐IVC ☐VVC

CERTIFICATE OF APPROPRIATENESS APPLICATION

APPLICANT INFORMATION *(please type or print legibly)*

Property Address _____

Applicant Name* _____

* *If the applicant is not the owner, s/he must be authorized by the owner to commit to changes proposed by the Commission.*

Mailing Address _____ Day/Cell Phone : _____

City _____ State _____ Zip _____ Fax _____

Email _____

Property Owner _____

Mailing Address _____ Day/Cell Phone : _____

City _____ State _____ Zip _____ Fax _____

Email _____

PROJECT CLASSIFICATION *(check all boxes that apply to your project)*

- ☐ **Conceptual Review:** Discuss with the commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide direction.
- ☐ **New Construction:** Construction of a new building, additions, garages, sheds, etc. (C.C.: 3116.12).
- ☐ **Exterior Building Alteration:** Includes all exterior changes to an existing building, including, but not limited to, roofing, painting, masonry cleaning/repair, and repair/replacement of architectural features such as windows, doors, siding, porches, gutters, and trim, etc. (C.C.: 3116.11).
- ☐ **Landscaping:** Removing or adding landscaping or landscape features such as driveways, walkways, patios, fencing, retaining walls, etc. (C.C.: 3116.13).
- ☐ **Signage or Graphics:** Installation of a sign or graphic on the site, on a building, or on a window.
- ☐ **Variance or Zoning Change:** All variance requests for parking, change of use, lot splits, etc. require the recommendation of the corresponding architectural review commission. In addition to this application, Applicant must submit to the H.P.O. a copy of the Variance or Rezoning Application filed with and stamped by the Department of Building & Zoning Services. The requested variances will then be placed on the corresponding commission's agenda for review and formal recommendation.
- ☐ **Demolition:** Removal of any building feature(s) or the razing of any structure(s). For all demolitions, the applicant must submit in writing:
- 1) reason for the demolition,
 - 2) proposed reuse of the site,
 - 3) evidence of funding, and
 - 4) time frame for project initiation. (C.C.: 3116.14).

☐ **Other:** _____

Describe the proposed project in detail, including all changes to the building, site, lot, or zoning. Include all features to be removed, altered, repaired, and/or added. Indicate all materials to be used and the manufacturer's specifications.

- Consult the Standards (C.C.: 3116.11 – 3116.14) and the applicable code for each Architectural Review Commission (C.C.: 3117 – 3119) at <http://columbus.gov/historicpreservation>.
- Is this application in response to an exterior Code Violation Order: ☐ YES ☐ NO

[illegible]

NOTE: Submit one (1) original set and ten (10) collated, stapled copies of your complete submission packet. Drawings should be no larger than 11" x 17". When your project has been approved, two (2) revised, full-size sets and one (1) 11" x 17" set of final drawings should be submitted to be stamped by H.P.O. staff.

- ☐ **Photos:** Current color photos printed on standard paper or photo paper. Include photos of each side of the building and/or site and detail views of the specific areas to be repaired or altered.
- ☐ **Drawings:** For conceptual review, a basic site plan and elevations should be submitted. For new construction or graphics/signage, measured drawings of all elevations are required.
- ☐ **Material Samples/Manufacturer's Brochures:** Material samples and brochures that illustrate and provide specifications for the proposed materials (i.e., paint chips, pavers, window/door specifications, etc).
- ☐ **Site Plan:** A site plan must be included for new construction, additions, site graphics, demolition, lot splits, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structure(s).

I certify that I have read the Introduction to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the commission.

Date _____